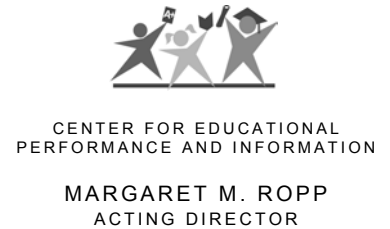




STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

June 16, 2004

Mr. John Smith
Happy Valley Public Schools - 12345
555 W. Valley Ave
Happy Valley, MI 41000

Dear Mr. Smith:

Subject: End-of-Year Submission of the Single Record Student Database (SRSD)

The Center for Educational Performance and Information (CEPI) will soon be processing your end-of-year Single Record Student Database (SRSD) submission and reporting your school district information to federal and state policymakers and the general public. Not only are program discussions taking place and decisions being made at the state and federal levels based on the data you submit, your Adequate Yearly Progress (AYP) status and your eligibility to receive certain federal funds will be affected by the quality of the data submitted by your district. The last student data collection for the 2003-2004 school year will end on June 30. It is extremely important that your staff submits a complete, accurate and error-free data file.

One of the uses of the student data is to determine the graduation and dropout rates. At the current time, we are unable to use the 2002-2003 SRSD submissions for these calculations because of data quality issues. To assist with your current submission, CEPI has isolated a majority of the data quality issues to missing student records (considered dropouts) and/or errors in the following SRSD fields:

- Field 20: Date of Enrollment (used to identify new students who transfer into the district)
- Field 23: District Exit Status (used to identify graduates, dropouts and transfers)
- Field 24: Date Exited (used to identify transfers)
- Field 29: Program Eligibility/Participation (used to identify students to omit from calculations)
- Field 125: Program Eligibility/Participation II (used to identify students to omit from calculations)

The graduation and dropout rates that will be reported this year are an average of prior years' rates. Enclosed you will find the school year 2002-2003 calculated rates for your district. CEPI derived these rates from the aggregated data you submitted through the Education Data Network (EDN). In accordance with state law, final rates will be reported to the Legislature in late July.

The 2003-2004 graduation and dropout rates will be calculated using a blend of data from previous years and the SRSD data that you submitted this year (2003-2004).

12345 Happy Valley Public Schools

	Graduation Rate				Dropout Rate			
	02-03*	01-02	00-01	99-00	02-03*	01-02	00-01	99-00
Happy Valley Public Schools								
00000	87.7	86.8	90.8	85.6	3.6	3.6	2.5	4.6
Happy Valley High School								
67891	87.7	86.8	90.8	85.6	3.6	3.6	2.5	4.6
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State of Michigan:	82.2	86.1	80.9	79.6	5.0	3.7	5.5	5.7
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*The calculated 2002-2003 graduation and dropout rates are based on an average of the four-year graduation and one-year dropout rates from the EDN that were previously published for school years 1999-2000, 2000-2001 and 2001-2002. Some rounding has occurred.

Beginning with the report for school year 2003-2004, CEPI and the Michigan Department of Education plan to use a blended approach by adding in the SRSD data one year at a time until there are four years of SRSD data available to calculate "cohort" rates. A cohort rate is based upon following individual students through their educational histories instead of using the statistical estimation approach based upon aggregated data. The CEPI Advisory Committee has approved the implementation of this blended methodology for future reporting.

An example of the planned blended methodology for the 2003-2004 four-year graduation rate calculation for a high school with four years of data is the average of three years of EDN plus one year of SRSD:

+ 1999-2000 EDN four-year graduation rate	+ 2000-2001 EDN four-year graduation rate
+ 2001-2002 EDN four-year graduation rate	+ 2003-2004 SRSD four-year graduation rate

The following year, school year 2004-2005, CEPI plans to blend in two years of SRSD rates plus two years of EDN rates and the 1999-2000 EDN rate will be eliminated from the average:

+ 2000-2001 EDN four-year graduation rate	+ 2001-2002 EDN four-year graduation rate
+ 2003-2004 SRSD four-year graduation rate	+ 2004-2005 SRSD four-year graduation rate

CEPI plans to continue the blending method (adding one year of SRSD and eliminating one year of EDN) until such time that a true cohort can be calculated from the SRSD. The same process would apply for blending in the one-year dropout rate using the SRSD information.

Please convey to your staff members the importance of submitting valid and accurate student data. They should carefully verify these fields for accuracy before finalizing this year's submission process. The state is working to minimize the impact data fluctuations may have, and will need your help to ensure that data reflect an accurate picture of your district.

Thank you for your continued dedication to quality throughout the year.

Sincerely,

Margaret M. Ropp, Ph.D.
Acting Director
Center for Educational Performance
and Information

Jeremy M. Hughes, Ph.D.
Chief Academic Officer/Deputy Superintendent
Michigan Department of Education